Business Analyst

Location

Hybrid Remote & Nottingham, UK

Reports to

Technology Operations Manager

Department

Digital and Technology Services

Employment Type

37 hours per week

Job Summary

We are seeking an experienced Business Analyst to join our business change team, driving the evolution of our delivery model to help scale and meet the growth of the business.

The Business Analyst will play a pivotal role in understanding our business and driving the changes required

The Business Analyst will help transform Buttercups Training into a more customer-centric and data-informed organisation with products, processes and user experiences that meet and exceed our users’ needs across our education ecosystem.

Key Responsibilities

* Analyse and understand business problems and opportunities
* Undertake research and analysis to understand how business areas work, considering the people, organisation, processes, information, data and technology
* Identify areas for improvement, explore feasible options, analyse the effects of change and define success measures
* Identify and elaborate user and business needs to enable effective design, development and testing of services and business change
* Make decisions related to prioritisation and minimum viable product by using analysis led insights
* Ensure new products and services meet business and user needs, and are aligned with organisational goals
* Understand any business and policy constraints that need to be considered, and assess the implications

Skills and experience

Essential

* Manage stakeholder relationships
* Work independently
* Have a good understanding of your work area
* Develop the business analysis community by sharing best practice and mentoring others

**Business analysis**

* Apply structured approaches to identify, investigate, analyse and communicate complex business problems, opportunities
* Analyse business goals, objectives, functions and processes, using relevant information and data to support the definition of requirements
* Conduct options analysis, assess feasibility and operational impact, quantify potential business benefits and contribute to business case development

[**Business modelling**](https://ddat-capability-framework.service.gov.uk/skills#business-modelling)

* Model various elements of the business
* Understand the impact of potential changes and how business processes, systems, data, roles and responsibilities interact

**Business process improvement**

* Analyse, design and prioritise business changes and support the implementation of proposed changes

[**Requirements definition and management**](https://ddat-capability-framework.service.gov.uk/skills#requirements-definition-and-management)

* Identify, analyse, challenge and validate business and user requirements and manage them throughout their lifecycle

**Systems analysis**

* Identify and analyse IT system capabilities

**Testing**

* Understand the stages and purpose of testing and support the use of relevant tools and techniques
* Identify business scenarios and develop acceptance criteria to ensure requirements can be traced to develop functionality

**Agile working**

* Be experienced in agile working to help teams to prioritise work and adhere to agreed minimum viable product (MVP)

Desirable

* Experience in the education sector
* Experience in digital transformation roles
* Experience in developing best practice
* Experience of leading a business analysis function